



ACCOUNTING ADMINISTRATOR I (SPECIALIST)
ACCOUNTING ADMINISTRATOR I (SUPERVISOR)
ACCOUNTING ADMINISTRATOR II
Final Filing Date: January 7, 2010

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION [including Prison Industry Authority & California Prison Health Care Services (Plata)]

SUBDIVISIONAL FOR:
Prison Industry Authority (PIA) and California Prison Health Care Services (Plata)

NOTE: Prison Industry Authority (PIA) is only participating in the Accounting Administrator II examination.

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
1515 "S" Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

If you meet the entrance requirements for Accounting Administrator I (Specialist), Accounting Administrator I (Supervisor) or Accounting Administrator II, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **January 7, 2010**, is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: **November 17, 2009**

ACCOUNTING ADMINISTRATOR I (SPECIALIST)
\$4,833 - \$5,874

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)
\$5,079 - \$6,127

ACCOUNTING ADMINISTRATOR II
\$5,576 - \$6,727

MINIMUM QUALIFICATIONS **ACCOUNTING ADMINISTRATOR I (SPECIALIST)**

Either I

Experience: One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

MINIMUM
QUALIFICATIONS
(CONTINUED)

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Either I

Experience: One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

ACCOUNTING ADMINISTRATOR II

Either I

Experience: One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

Or II

Experience: Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Same as Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

ALL CLASSIFICATIONS:

Special Personal Characteristic: Ability to qualify for a fidelity bond.

Additional Desirable Qualifications: Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

MINIMUM
QUALIFICATIONS
(CONTINUED)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION
PLAN

INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

Candidates who meet the "Minimum Qualifications" will be mailed a Qualifications Assessment designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

ALL CLASSIFICATIONS:

- A. Knowledge of:
- 1. Accounting principles and procedures
 - 2. Governmental accounting and budgeting
 - 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
 - 4. Principles of business management, including office methods and procedures
 - 5. Principles of public finance
 - 6. Business law

ALL CLASSIFICATIONS:

- B. Ability to:
- 1. Apply accounting principles and procedures
 - 2. Analyze data and draw sound conclusions
 - 3. Analyze situations accurately and adopt an effective course of action
 - 4. Prepare clear, complete, and concise reports
 - 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
 - 6. Establish and maintain cooperative relations with those contacted in the work
 - 7. Communicate effectively

ADDITIONAL KNOWLEDGE FOR ACCOUNTING ADMINISTRATOR I (SUPERVISOR) AND ACCOUNTING ADMINISTRATOR II

- 7. Principles and techniques of personnel management and supervision
- 8. Planning, organizing, and directing the work of others
- 9. The department's Equal Employment Opportunity (EEO) Program objectives
- 10. A manager's role in the EEO Program and the processes available to meet EEO objectives

ADDITIONAL ABILITIES FOR ACCOUNTING ADMINISTRATOR I (SUPERVISOR) AND ACCOUNTING ADMINISTRATOR II

- 8. Plan, organize, and direct the work of others
- 9. Effectively contribute to the department's Equal Employment Opportunity objectives

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. In addition, a separate subdivisional promotional eligible list will be established to fill vacancies for each of the subdivision(s) listed above. The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. For each classification listed, a separate eligible will be established.

POSITION
DESCRIPTION AND
LOCATION(S)

ACCOUNTING ADMINISTRATOR I (SPECIALIST)

This is the non-supervisory level in the series. Positions at this level perform as staff specialists assisting the highest level administrator (in, at a minimum, a large-complex or very large-standard accounting office) with responsibility for the completion of highly complex fiscal activities having multifunctional and/or multi-geographical impact. Incumbents at this level have no supervisory responsibility, but may serve as a lead to other professional accounting staff.

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

ACCOUNTING ADMINISTRATOR II

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semi-professional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level. This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs

POSITION DESCRIPTION AND LOCATION(S) (CONTINUED)	as a multi-section supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large-complex accounting office. Position(s) exist with the Department of Corrections and Rehabilitation at Headquarters, the Regional Accounting Offices, Prison Industry Authority and California Prison Health Care Services (Plata).
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov/jobs/stateapp.htm.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS